

ASSIGNMENT 2

Textbook Assignment: *Department of the Navy Correspondence Manual*, SECNAVINST 5216.5D, chapter 2, Sections A-D.

Learning Objective: Demonstrate the use of the standard letter or one of its variations to correspond officially with DON addressees.

- 2-1. Which of the following margins should you use on a standard letter?
1. When using letterhead, 2 inches for the top, 1 inch for the bottom and side margins
 2. On the signature page, 1/2 inch for the bottom, 1 inch for the top and side margins
 3. 1 inch for the top, bottom, and side margins
 4. 2 inches for the top, 1 inch for the bottom and side margins
- 2-2. With the use of word processors, justifying the right margin is an acceptable and recommended practice.
1. True
 2. False
- 2-3. In which of the following positions should you place identification symbols on a standard letter?
1. In the upper left corner, starting on the second line below the DOD seal
 2. In the upper right corner, starting on the second line below the letterhead
 3. Centered, on the second line below the DOD seal
 4. Centered, starting on the third line below the letterhead
- 2-4. The standard subject identification codes (SSICs) are used for which of the following reasons?
1. To file correspondence
 2. To retrieve correspondence
 3. To dispose of correspondence
 4. Each of the above
- 2-5. A listing of the Navy's SSICs can be found in what directive?
1. SECNAVINST 5720.42
 2. SECNAVINST 5215.11
 3. SECNAVINST 5210.11
 4. SECNAVINST 5216.5
- 2-6. Who decides the makeup of an originator's code?
1. DOD correspondence manager
 2. The local activity
 3. SECNAV
 4. CNO
- 2-7. Which of the following originator's codes/serial blocks is formatted correctly for a Secret letter?
1. 5216
Ser N123/20
 2. 5216
Ser S123/20
 3. 5216
Ser N123/20
SECRET
 4. 5216
Ser N123/S20

- 2-8. To avoid a busy appearance on a letter of condolence, an activity may show all the sender identification symbols on the file copy. What, if anything, should be shown on the outgoing original?
1. The date only
 2. The serial number only
 3. The date and serial number
 4. Nothing
- 2-9. The initials or codes of the writers and typists must appear on the original letter to show where it was originated and prepared.
1. True
 2. False
- 2-10. Where should you stamp the "Secret" classification markings on a Secret letter?
1. In the center of the bottom margin only
 2. In the center of the top margin only
 3. In the center of the top and bottom margins
 4. In the center of the top, bottom, and side margins
- 2-11. Which of the following types of information may be marked "For Official Use Only" (FOUO)?
1. Unclassified information which may be withheld from the public to protect national security
 2. Unclassified information which may be withheld from the public under the Freedom of Information Act exemptions only
 3. Information containing sensitive subject matter
 4. Each of the above
- 2-12. For additional information on FOUO material, which of the following directives should you consult?
1. SECNAVINST 5720.42
 2. SECNAVINST 5210.11
 3. SECNAVINST 5216.5
 4. SECNAVINST 5215.11
- 2-13. Under which of the following conditions may you use a standard letter with a window envelope?
1. When the letter has no "from" line and all enclosures are unclassified
 2. When the letter contains a "from" line on nonletterhead stationery
 3. When the letter has only one "via" addressee
 4. When the address has five or more lines
- 2-14. The "from" line of a standard letter should contain which of the following elements?
1. Full mailing address
 2. Commanding officer's title, activity's name, and action office (if applicable) for at-sea commands only
 3. Commanding officer's title, activity's name, and geographic location for commands based ashore
 4. Each of the above
- 2-15. The "from" line is not required on letterhead stationery since it only repeats information from the letterhead address.
1. True
 2. False

2-16. Where should you begin continuation lines in the "from," "to," and "via" blocks?

1. Two spaces after the colon following the heading
2. Flush with the left margin
3. Under the first word in the first line following the heading
4. Indented two spaces under the first word in the first line following the heading

2-17. You are sending a letter to BUPERS via CINCLANTFLT. Which of the following examples shows the proper format for the "to" and "via" addressee blocks?

1. To: Chief of Naval Personnel
Via: (1) Commander in Chief,
U.S. Atlantic Fleet
2. To: Commander in Chief, U.S.
Atlantic Fleet
Via: (1) Chief of Naval Personnel
3. To: Chief of Naval Personnel
Via: Commander in Chief, U.S.
Atlantic Fleet
4. To: Commander in Chief, U.S.
Atlantic Fleet
Via: Chief of Naval Personnel

2-18. When responding to previous correspondence, you should always repeat the subject line of previous correspondence unless a change is essential for clarity.

1. True
2. False

2-19. In which of the following ways should you format the subject line of a standard letter?

1. SUBJ: COMMAND PHYSICAL
READINESS TEST
2. Subj: COMMAND PHYSICAL
READINESS TEST
3. SUBJ: Command Physical Readiness Test
4. Subj: Command Physical Readiness Test

2-20. In which of the following ways should you format a letter that contains only one reference?

1. Ref: (1) SECNAVINST 5216.5
2. Ref: (a) SECNAVINST 5216.5
3. Ref: (A) SECNAVINST 5216.5
4. Ref: SECNAVINST 5216.5

2-21. In which of the following ways should you reference a message in the reference line of a standard letter?

1. Ref: (a) USS DRYDOCK (DD 99)
271430Z JUL 97
2. Ref: USS DRYDOCK (DD 99)
RMG 271430Z Jul 97
3. Ref: (a) USS DRYDOCK
271430Z Jul 97
4. Ref: USS DRYDOCK
RMG 271430Z Jul 97

2-22. In which of the following ways should you reference a telephone conversation in the reference line of a standard letter?

1. PHONCON BUPERS (PERS-46)
Mr. Smith/OPNAV (N01A1) CDR
Jones of 30 Aug 97
2. PHONCON BUPERS (PERS-46)/OPNAV (N01A1) of 30 Aug 97
3. PHONCON Mr. Smith/CDR Jones
of 30 Aug 97
4. PHONCON BUPERS Mr. Smith/
OPNAV CDR Jones

2-23. Which of the following examples shows the proper format for a letter containing only one enclosure?

1. Encl: List of Officers
2. Encl: (a) List of Officers
3. Encl: 1 List of Officers
4. Encl: (1) List of Officers

2-24. Is it necessary to indicate that a "copy to" addressee is only receiving one of two enclosures with a letter? If so, in which of the following ways should it be indicated?

1. Yes; the phrase "(w/o encl (2))" should be in the recipient's "copy to" line
2. Yes; the phrase "(NOTAL)" should be in the enclosure block indicating that this document is not meant for all commands
3. Yes; a personal note should be attached explaining the situation
4. No

2-25. The size, weight, and other factors prevent you from sending an enclosure with a letter. Which of the following alternate steps should you take?

1. Explain the situation in the text of your letter
2. Type the phrase "(sep cover)" after the enclosure's description
3. Take advantage of correspondence shortcuts and fax the enclosure
4. Find a larger more suitable container, then send everything together

2-26. Which of the following rules is applicable when numbering paragraphs in a standard letter?

1. Paragraphs should always be numbered
2. All subparagraphs may be lettered or numbered depending on their placement in the letter
3. Both 1 and 2 above
4. If a letter is unclassified and only one page long, paragraphs should not be numbered

2-27. In which of the following ways should you identify paragraphs and subsequent subparagraphs?

1. 1.a.(1)(a)
2. 1.A.(1)(a)
3. (A)1.(a)a.
4. A.1.(a)(1)

2-28. In which of the following ways should you divide paragraphs and subparagraphs in a standard letter?

1. Indent the beginning of all major paragraphs
2. Double-space between major paragraphs, indent and single-space between subparagraphs
3. Single-space between paragraphs and double-space between subparagraphs
4. Double-space between all paragraphs and subparagraphs

2-29. A paragraph may be started at the bottom of a page as long as (a) what total number of lines remain on that page and (b) what number must carry over to the next page?

1. (a) 2; (b) 3
2. (a) 1; (b) 1
3. (a) 1; (b) 2
4. (a) 2; (b) 2

2-30. Beyond what subparagraph level should you normally NOT divide until all re-paragraphing alternatives have been exhausted?

1. First
2. Second
3. Third
4. Fourth

2-31. Which, if any, of the following terms is an appropriate closing for a standard naval letter?

1. Sincerely
2. Respectfully
3. Sincerely yours
4. None of the above

2-32. Which of the following signature block examples correctly identifies a ship's CO who is signing correspondence on letterhead stationery?

1. JOHN A. DOE
Commanding Officer
2. JOHN A. DOE
CAPT USN
Commanding
3. JOHN A. DOE
CAPT USN
4. JOHN A. DOE

2-33. In which of the following ways should an individual with "by direction" authority sign orders affecting pay and allowances?

1. JOHN A. DOE
Admin Officer
By direction of
the Commanding Officer
2. JOHN A. DOE
By Direction
3. JOHN A. DOE
By Direction of
the Commanding Officer
4. JOHN A. DOE
LCDR USN
By Direction of
the Commanding Officer

2-34. You are sending a letter to activities for information purposes only; no action is required on their part. Where should you list these activities?

1. In the "via" block
2. In the "copy to" block
3. In the "info" addressee block
4. In the "blind copy to" block

2-35. In which of the following ways should you format the "copy to" block in a standard naval letter?

1. Copy to: CNO (N13), CNET (N60), NAVAIR (N07)
2. Copy to:
CNO (N13) NAVAIR (N07)
CNET (N60)
3. Copy to:
CNO (N13)
CNET (N60)
NAVAIR (N07)
4. Both 2 and 3 above

2-36. For which of the following reasons is a "blind copy to" block used in a standard naval letter?

1. To show internally routed copies within your command
2. To discretely pass information to an addressee without announcing it to everyone
3. Both 1 and 2 above
4. To show where all copies of a letter have been mailed

2-37. You are composing the second page of a two-page letter. Typing starts on the sixth line. How should you compose this line?

1. Repeat the subject line from the first page only
2. Repeat the identification symbols from the first page only
3. Repeat both the subject line and identification symbols from the first page
4. Continue with the text; no repetition is necessary

2-38. In which of the following ways should you number the second page of a two-page unclassified letter?

1. The number 2 in the bottom right-hand corner, one-half inch from the bottom
2. The number -2- centered, one-half inch from the bottom
3. The notation 2 of 2 centered, one-half inch from the bottom
4. The number 2 centered one-half inch from the bottom

2-39. Which of the following rules applies when numbering pages in an unclassified letter?

1. All pages must be numbered
2. Number only the second and succeeding pages
3. If a letter contains only two pages, no numbering is necessary since the signature page is always page 2
4. Both 2 and 3 above

2-40. Which of the following statements reflects the correct placement of the signature block on a joint letter with three cosigners?

1. The senior official's signature should be placed on the left side of the page
2. The second cosigner's signature block should be placed on the right side of the page
3. All signatures should be placed directly beneath each other
4. A third cosigner's signature should be placed in the middle of the page

Learning Objective: Explain the use of a multiple-address letter.

2-41. In which of the following situations should you use a multiple-address letter?

1. When it is used instead of the "via" block and time constraints prevent the use of normal via channels
2. When it is used instead of the "copy to" block to discretely pass information
3. When you have two or more letters destined for the same activity
4. When you have two or more action addressees

2-42. You are composing a multiple-address letter. When, if ever, should you use a distribution block?

1. When you have five or more action addressees
2. When you need to show the internal distribution within your command
3. When you need to show the external distribution outside of your command
4. Never

2-43. In which of the following ways should you list eight addressees in a multiple-address letter?

1. List all addressees in the "to" block
2. List all addressees in the distribution block
3. List four addressees in the "to" block and the remaining four in the distribution block
4. List only the first addressee in the "to" line and the remainder in the distribution block

2-44. On a multiple-address letter, all action addressees should receive a copy of the letter with what type of signature?

1. Original only
2. Photocopied only
3. Original or photocopied
4. Photocopied with original initials of the signer by the photocopied signature

2-45. Which, if any, of the following methods is the recommended order for assembling a multiple-address letter for signature and mailing when using a folder rather than a single stack of paper?

1. A brief sheet (if required); the first, then the second letter, both with enclosures; copies for "copy to" addressees; official file copies with enclosures; and background material on right-hand side of the folder
2. Brief sheet (if required) and background material on the left-hand side of the folder; first, then second letter, both with enclosures and envelopes; "copy to" addressees copies with envelopes; and official file copies with enclosures on the right-hand side of the folder
3. Brief sheet (if required); official file copies; and background material on the left-hand side; first, then second letter, both with enclosures; and "copy to" addressees copy on the right-hand side of the folder
4. None of the above

Learning Objective: Identify the steps needed to prepare an endorsement to a letter sent via your activity.

2-46. For which of the following reasons may an endorsement to a letter be used?

1. To redirect a letter
2. To alter the order of any remaining addressees
3. Both 1 and 2 above
4. To reply to routine correspondence

2-47. For which of the following situations should you prepare same-page endorsements to a letter sent via your command?

1. If your endorsement will fit on the basic letter and is sure to be signed without revision
2. If you expect no revision and can place at least two lines of text on the basic letter with the rest going on a new page
3. Both 1 and 2 above
4. You simply want to forward a letter without any comments to the next via addressee

2-48. You are preparing an endorsement to an original letter that has two references and three enclosures. You add two additional references and an enclosure. In which of the following ways should you type your reference and enclosure blocks?

1. Ref: (c)
(d)
Encl: (1)
2. Ref: (a)
(b)
Encl: (1)
3. Ref: (c)
(d)
Encl: (4)
4. Ref: (a)
(b)
Encl: (4)

2-49. You have added an enclosure to a letter sent via your command. In addition to the action addressee, who else should receive a copy of your enclosure?

1. The originator only
2. Any remaining via addressees only
3. The originator and any remaining via addressees
4. The originator and others depending on the enclosure's importance

2-50. Your endorsement of a letter sent via your command is "forwarded recommending disapproval." In addition to the action addressee, which of the following individuals should receive a copy of your endorsement?

1. Each remaining "via" addressee, the originator, and any copy to addressees added by your command
2. Each prior endorser, earlier "copy to" addressees, and any "copy to" addressees added by your command
3. Each remaining "via" addressee and the originator
4. Each of the above

2-51. You are preparing an endorsement to a letter addressed to Commander in Chief, U.S. Atlantic Fleet. This letter has two "via" addressees. Your command is the first and Commander, Naval Air Force, U.S. Atlantic Fleet is the second. Which of the following formats should you use to address your letter?

1. From: Your command
To: Commander in Chief,
U.S. Atlantic Fleet
2. From: Your command
Via: (1) Commander, Naval
Air Force, U.S. Atlantic
Fleet
(2) Commander in Chief,
U.S. Atlantic Fleet
3. From: Your command
To: Commander, Naval Air
Force, U.S. Atlantic Fleet
Commander in Chief,
U.S. Atlantic Fleet
4. From: Your command
To: Commander in Chief,
U.S. Atlantic Fleet
Via: Commander, Naval Air
Force, U.S. Atlantic
Fleet

2-52. You are preparing an endorsement to a letter that is three pages long. Your endorsement is two pages long. In which of the following ways should you number the pages of your endorsement?

1. The first page should be numbered 4 and the second page numbered 5
2. The first page should not be numbered and the second page should be numbered 2
3. The first page should not be numbered and the second page should be numbered 5
4. The first page should be numbered 1 and the second page numbered 2

2-53. In which of the following ways should you assemble a basic letter with enclosures, previous endorsements, and your endorsement with one added enclosure?

1. Your endorsement on top, earlier endorsement, your enclosure, earlier enclosures
2. Basic letter, your endorsement, earlier enclosures only
3. Your endorsement on top, earlier endorsements, basic letter, earlier enclosures with yours on top
4. Your endorsement on top, your added enclosures, earlier endorsements, basic letter with earlier enclosures

Learning Objective: Identify the formats established for memorandum correspondence within or between DON activities.

2-54. What type of memorandum should be used internally to document meetings, important telephone conversations, and oral agreements that are not recorded elsewhere?

1. Memorandum for the record
2. "Memorandum for" memorandum
3. Memorandum of understanding
4. Documentation memorandum

2-55. What sizes are the two printed from-to memorandums?

1. Both are 8 1/2" by 11"
2. 8 1/2" by 11" and 8 1/2" by 5 1/2"
3. 8 1/2" by 14" and 8 1/2" by 5 1/2"
4. 8 1/2" by 8 1/2" and 5 1/2" by 5 1/2"

2-56. When formatting printed memorandum forms, you should follow which of the following rules?

1. Codes or titles may be used in the from and to lines
2. Full identification symbols should be used
3. Always allow 1-inch top, bottom, and side margins
4. The writer must sign his or her name with an authority line

2-57. There is no basic difference in the usage of printed memorandum forms and plain-paper memorandums except that the latter offers which of the following advantages?

1. They are a more formal means of communications
2. They are more flexible, especially when there are multiple addressees, "via" addressees, or both
3. They can be used for direct liaison with individuals outside of your activity, when authorized
4. Each of the above

2-58. You have been appointed as the Combined Federal Campaign chairperson and need to correspond with other members outside of your activity. What type of memorandum should you use for this purpose?

1. "Memorandum for" memorandum
2. Memorandum of agreement
3. Plain-paper memorandum
4. Letterhead memorandum

2-59. (a) What type of memorandum should be used when corresponding with SECNAV and (b) which of the following officials may use it?

1. (a) "Memorandum for" memorandum
(b) CNO
2. (a) Letterhead memorandum
(b) CNO
3. (a) "Memorandum for" memorandum
(b) CO, USS NEVERSAIL
4. (a) Letterhead memorandum
(b) Dept head, USS NEVER-SAIL

2-60. Which of the following rules applies when formatting the address for a "memorandum for" memorandum?

1. Use the addressee's name and title, whenever possible
2. Use of the addressee's full mailing address is mandatory
3. The "from" line begins on the third line below the date
4. The "from" and "to" lines are replaced by the "address" line

2-61. Where in a "memorandum for" memorandum is the signer's title shown?

1. The top of the page just below the letterhead
2. Just below the typed name in the signature block
3. In the first paragraph in the text of the letter
4. At the very bottom of the page in the left-hand corner

2-62. What type of memorandum should be used to document mutual agreements of facts, intentions, or procedures?

1. "Memorandum for" memorandum
2. Memorandum of cooperation
3. Memorandum of agreement
4. Memorandum of intent

2-63. In preparing a memorandum of understanding, where in the letter should the words "memorandum of understanding" be placed?

1. Centered on the third line below the seal
2. Flush left on the third line below the seal
3. Centered on the second line below the date
4. Flush left on the third line below the date

2-64. When typing letterhead for a memorandum of understanding, in what order should the command titles be arranged?

1. Senior official on top, junior below, both centered
2. Junior official flush left, senior on same line and right
3. Junior official on top, senior below, both centered
4. Senior official on top, junior below, both flush left

2-65. Which of the following formats should you use to arrange the signature block on a memorandum of understanding?

1. Junior official to the right, senior to the left, both overscored
2. Senior official to the right, junior to the left, none overscored
3. If there is a third cosigner, his signature block is placed in the middle
4. Senior official on top, junior below, both centered

2-66. CINCLANTFLT, CNET, and COMNAVSECGRU all sign a memorandum of understanding. COMNAVSECGRU is the junior official and CNET is the last to sign. Is it necessary to send a copy of the signed agreement to all cosigners? If so, who is responsible for sending the copies?

1. Yes; CINCLANTFLT
2. Yes; COMNAVSECGRU
3. Yes; CNET
4. No